

# CACC MEETING MINUTES

## COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, November 17, 2011  
10:00 AM - 12:00 PM

ARIZONA SUPREME COURT  
1501 W. Washington  
Phoenix, AZ 85007



AUDIO PHONE NUMBER: 1-602-425-3192  
AUDIO ACCESS CODE: 1116#, THEN 1112#!

### MEMBERS PRESENT

Kip Anderson\*  
Julie Dybas  
Phillip Knox  
Patrick McGrath  
Richard McHattie  
Rona Newton  
Michael Pollard, *Chair*  
Rick Rager  
Paul Thomas

### GUESTS

Steve Ballance\*, *Pima Superior Court*  
John Barrett, *Maricopa Superior Court*  
Charles Drake\*, *PCCJC*  
Jennifer Gilbertson, *Phoenix Municipal Court*  
Lester Godsey, *City of Mesa*  
Lauren Lupica, *City of Mesa*

### MEMBERS ABSENT

Cathy Clarich  
Mary Hawkins  
Donald Jacobson  
Michael Malone  
Patricia Noland

### AOC STAFF

Stewart Bruner, *ITD*  
Karl Heckart, *ITD*  
Melissa Hinojosa, *ITD*  
Bob Macon, *ITD*  
Adele May, *ITD*  
Jim Price, *ITD*  
Jim Scorza, *ITD*

\* indicates appeared by telephone

# CACC MEETING MINUTES

## **WELCOME AND INTRODUCTORY REMARKS**

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order at 10:05 a.m. He introduced Lauren Lupica from Mesa IT, the full-time project manager for the Mesa Municipal Court portion of the AJACS large volume enhancement project. Since no quorum existed, consideration of the minutes from the October CACC meeting was deferred.

## **PACC UPDATE**

No PACC meeting has taken place since the last CACC meeting.

## **RESETTING DATES AND EXPOSING CONFLICT POINTS TO COT**

The chair recapped discussions from the COT meeting held earlier this month about project risk factors and responses to limitations on resources supplied by AOC and the software vendors. The Commission on Technology (COT) has directed CACC to present an assessment of how best to apply the limited resources of AOC, AMCAD and the various project jurisdiction to the current priority projects. The need to call attention to the impact of schedules for priority projects on other projects, both statewide and local was also emphasized. Karl Heckart then provided his viewpoint about COT's expectations for its February meeting. He summarized that the Branch needs meaningful priorities and the managers of local portions of statewide projects need to know what to focus their resources on.

Members spent a long time discussing the mechanics of obtaining the information about both statewide and local projects necessary to enable CACC to make informed decisions in advance of the February COT meeting. The consensus from the discussion was to compile milestone dates and resource impacts over two meetings, tackling case management systems in December and the e-filing and probation integration areas in January. The Committee will then compile the results into a cohesive presentation at the February 10, 2012, COT meeting. Stewart will consult Diana Medley about distributing the AOC's cluster project management tracking tool, mentioned by Jennifer Gilbertson, to the individual project managers to gather the data for the exercise.

After confirming that a quorum now existed, Judge Pollard requested members' input regarding the October minutes.

**MOTION:** A motion was made and seconded to accept the minutes of the October 20, 2011, CACC meeting as written. The motion passed unanimously.

## **REVIEW OF CHANGES TO MINDMAP THIS MONTH**

Staff member Stewart Bruner focused attention on several projects that had deliverable dates change during the month. Representatives from the projects have been invited to provide details in the meeting. He also pointed out that the ADRS integration code was delivered by AmCad, ending development activities for that item on the MindMap, but no post-implementation report will be delivered until customers are able to use the ADRS functionality.

## **MESA LV ENHANCEMENTS PROJECT UPDATE**

Paul Thomas' again introduced Lauren Lupica, Mesa's full-time project manager. Lauren stated that she is steering the project plan away from a release-driven approach in favor of more

specific milestones along the way. She is close to being able to present her project schedule to Cyndi Samuel at the AOC for discussion. Paul then recounted names of AOC resources that have been helping in Mesa and Lester Godsey reported on the progress of developing Mesa's prosecutor module. Mesa representatives handed out a list of external interfaces that must be built for their local implementation.

## **AZTURBOCOURT-RELATED PROJECT UPDATES**

Jim Price, AZTurboCourt Project Manager at the AOC, updated members on the progress of enhancements for general civil e-filing at Pima Superior Court as well as the appellate courts scheduled for November 22. Backend business processes that support e-filing continue to be examined and changed, where necessary. E-filing of small claims at MCJC appears to be delayed into December. John Barrett elaborated on the additional work that needs to be done prior to MCJC's being able to go into production. John also called attention to an AOC issue raised by MCJC's practice of scanning all documents in each case as a single file. Karl weighed in on the philosophical issue at stake when the electronic record is the official record of the court, especially in relation to public access to electronic documents granted in Supreme Court Rule 123. Stewart Bruner added that he knows of no other courts that have adopted the single-file approach for open cases.

## **LJ CMS PROJECT UPDATE**

Adele May, manager for the limited jurisdiction (LJ) case management system (CMS) enhancements project, explained the reasons for moving the end date for determination of the AZTEC data conversion strategy. The scope of the effort has grown to be a distinct project and will undergo AOC executive review prior to review by a focus group from the courts in early January. Once the decision is finalized, significant lead time is needed prior to performing the first pilot court conversion. Karl related the current thinking about the conversion approach of creating an ROA-linked case history report. Efforts are being made to help courts understand how the conversion decision will affect them.

## **POST-IMPLEMENTATION REPORTS**

Bob Macon reported on the success of the recent implementation of the juvenile statewide identifier in Maricopa County, making the identifier now truly statewide in scope. No issues exist with the implementation.

## **ITEMS OF OLD OR NEW BUSINESS**

No items of old or new business were raised.

The next meeting will take place in **Room 230** of the **State Courts Building** on **December 15, 2011**.

The meeting adjourned at 11:25 a.m.